

CSBG/NPI PROGRAMS REPORT INSTRUCTIONS

Background:

The CSD 801 report form is used as a Contract form and Progress reporting form. This form is used to establish projections and goals over the contract term. The Progress Report will capture the agency's success in accomplishing the goals. The goals and National Performance Indicators (NPI) used in the CSD 801 form are National Goals and Indicators, which CSD is required to annually report to the U.S Health and Human Services Agency (HHS), Office of Community Services (OCS), and the National Association of Community Service Programs (NASCSP).

There are six OCS Goals which CSD is required to track and report outcomes to the NASCSP and OCS. Under each goal are the NPI's that capture outcomes, which contribute to the accomplishment of the OCS goals. The CSD 801 consists of OCS Goals and under each goal is a list of indicators, which pertain to the goals.

Completing the NPI form:

This report is created in an Excel template and designed to be completed on the PC using Excel. Please download the template at www.csd.ca.gov under "CSD Contractors">CSBG>scroll to Resources>click on CSBG Resources link". The form can then be saved to your PC hard drive and completed. The CSD 801 is one (1) workbook that consists of twenty-six (26) worksheets. At the bottom of the excel screen will be tabs labeled for each goal (1-6) as well as Instructions (2 pages) and the National Performance Indicator (NPI) guide (80 pages pdf.). To open the full pdf, NPI guide double click on the cover of the guide. To print the CSD 801, go to file, print and in the "print what" section choose entire workbook. The entire workbook, option will print each page in the workbook for submission.

Information in the following fields will automatically populate into all other tabs from the GOAL 1 tab, so please ensure accuracy when completing the below fields:

- Contract Number
- Report Month
- Submission Date
- Contractor's Name
- Contact Person and Title
- Phone Number
- E-mail
- Fax

Problem Statement: Problem statements identified must be supported in the needs assessment and goal-setting process. Briefly address the following components:

- What is the Problem?
- What is the cause of the problem?
- Who is affected?
- Location of those affected?

Program Activities and Delivery Strategies: Enter all of the planned activities and delivery strategies necessary to achieve the National Performance Indicators. Include a description of services along with a brief explanation of how those services will be delivered.

National Performance Indicators: The 16 NPI's are about community action, not just those activities funded through the Community Services Block Grant. Outcomes should be counted and reported from all relevant community action programs and activities. Reference the National Performance Indicator Guide for detailed information, updated (May 2009) and is available on the first tab in the workbook labeled NPI guide and at www.csd.ca.gov under "CSD Contractors">CSBG>scroll to Resources>click on CSBG Resources link".

Helpful hints in completing the NPI's:

- All projections should be numerical.
- Do not use zeros, percentages, or fractions.
- If the question or NPI is not applicable to your agency's work, leave the cell blank.
- Enter data for NPI's that directly relate to your agency's work.
- All data should reflect the projected outcomes to be tracked during the 2-year CAP and 1 year CSBG contract period.
- Blank rows are used to capture additional indicators that are NOT identified.
- Complete the narrative to record any significant narrative information as requested by the Guide. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, the narrative space is available to provide an explanation for not meeting or exceeding your projections.

Submitting NPI forms with:

CSBG Contract: Project for one (1) year and complete only column one (1). Submit forms with contract.

Mid-year progress report: On the CSBG/NPI Program Report (CSD 801), enter all activities on those indicators where projections were entered (*Refer to Exhibit B, attachment II of the contract*). The Mid-year report covers reporting period January – June with a due date of July 20th. The reports are to be submitted to the following e-mail address: CSBGReports@csd.ca.gov.

Annual report: On the CSBG/NPI Program Report (CSD 801), enter all activities on those indicators where projections were entered (*Refer to Exhibit B, attachment II of the contract*). The annual report covers reporting period January – December with a due date of January 20th. The reports are to be submitted to the following e-mail address: CSBGReports@csd.ca.gov.

Additional questions regarding forms:

Refer to contract or contact your field representative.